



Elders Albury  
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Albury NSW 2640

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## MAINTENANCE REQUEST

URGENT / NON-URGENT

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

TENANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER(S): \_\_\_\_\_

### REQUEST:

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### Appliance details:

Stove:                                      Gas                      Electric

Oven:                                        Gas                      Electric

Hot Water Service:                      Gas                      Electric

Appliance make/model: \_\_\_\_\_

### Access:

Keys from office:                        Yes / No

Tenant Home:                            Yes / No

Phone First:                              Yes / No

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**OFFICE USE:**

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Notified:                                    Yes / No                      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Tradesman organised: \_\_\_\_\_

Date organised: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notes: \_\_\_\_\_

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